



**VACANCY ANNOUNCEMENT FOR
FOREIGN NATIONAL STUDENT INTERN PROGRAM
U.S. Mission, Canada**

**Economic and Political Section - Economic Analyst Internship (Montreal)
UNPAID INTERNSHIP**

Open to: Non-U.S. Citizen Students*. Candidates must be enrolled half-time or more in a trade school, technical or vocational institute, college, university or comparable recognized educational institute in the field of Economics, Macroeconomics, Political Economics, Statistics, International Affairs, Business, Commerce or related areas.

Application closing date: May 4, 2015

Duration: Minimum 10 weeks, Fall 2015 semester (September – December, 2015)

****American citizens are not eligible to apply for this internship. American students who are interested in internships should apply to the program found at <http://canada.usembassy.gov/about-us/human-resources/internships.html>.***

The United States Consulate General Montreal is offering one unpaid economic internship for students in the Political and Economic Section to support the U.S. Consulate General Montreal economic team to analyze Quebec economic issues. This is an unpaid internship for a minimum of 10 weeks in length. Weekly work schedules are flexible, but a minimum of 20 hours a week is required. Full time, 37.5 hours a week, is preferable.

Duties of the position:

- Provides research, data analysis and collection, and trend reporting on Quebec economic issues, with an emphasis on the Montreal region;
- Drafts reports, cables, and briefing memos based on data collected for Consulate, Embassy and Washington officials on topics of interest and based on post reporting plan;
- Helps draft remarks and provides logistical support for consular events and official visits;
- Other duties as assigned by the Political/Economic Specialist.

Qualifications Required:

Studies: Economics, macroeconomics, political economics, statistics, international affairs, business, commerce, or related areas. Studies in other fields will also be considered on a case by case basis.

Experience: Applicants must demonstrate potential to accomplish the type of work to be performed through concrete examples from academic and professional experiences.

Language: Level IV (fluent) speaking/writing/reading English and French is required.

Knowledge: Applicants must possess good knowledge of provincial and local economic issues and their impact on policymaking between the United States and Canada.

Skills/Abilities: Research skills; written and verbal communication skills; organization skills; interpersonal; ability to work as part of a team as well as independently; computer skills; good judgment and problem-solving skills; initiative; flexibility and a sense of humor.

Additional Selection Criteria:

- Applicant must be at least 18 years of age at the time of appointment;
- Applicant must be in good academic standing at current educational institute; and
- Applicant must be able to pass a medical exam and a U.S. non-sensitive security clearance and possess their own medical insurance.

To Apply:

Submit the following documentation prior to the closing date of the Vacancy Announcement:

- Completed Application form (Please specify the semester and the section you wish to apply for);

The U.S. Mission Canada is an equal opportunity employer.

- Statement of Interest outlining objectives/motivations seeking an internship. The statement must address with concrete examples the qualification requirements and must address the candidate's knowledge of Quebec and U.S. ties;
- One letter of recommendation from the educational institute supporting participation in the internship program;
- If non-Canadian, copies of a valid study permit or other valid documents issued by Citizenship and Immigration Canada which provides a student with legal status in Canada to undertake an unpaid internship.
- Incomplete applications will not be considered.

By Mail: Management Office, U.S. Consulate, 315 place D'Youville, Box 500, Montreal, Quebec H2Y 0A4
By Email: mtlhrintern@state.gov
By Fax: (514)-398-0973

*Application documents can be found online at <http://canada.usembassy.gov/about-us/human-resources/internships-for-canadian-citizens-permanent-residents.html>